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 CENTRAL INTELLIGENCE GROUP
 SECRETARIAT
 3 September 1946

FUNCTIONS OF THE SECRETARIAT
NATIONAL INTELLIGENCE AUTHORITY

1. The Secretary, N.I.A., acts for the Director of Central Intelligence, coordinating with the Executive Director, in furnishing a Secretariat for the National Intelligence Authority (as directed in paragraph 10 of N.I.A. Directive No. 1), for the Intelligence Advisory Board, and for the Central Intelligence Group, by:

a. Reviewing all papers and correspondence submitted to the Director, Deputy Director, or Executive Director for approval, including papers prepared for transmittal to the N.I.A. or I.A.B., to insure that such papers and correspondence are as clear and concise as possible, are responsive to directives, are consistent with existing policies, and have been properly coordinated. If in his opinion any revision is necessary, the Secretary is authorized to change the format but not the content of these papers. If he considers a change in content necessary, the Secretary will refer the proposed revision to the originating individual or office for concurrence prior to submitting the revision for approval.

b. Making necessary preparations for and attending all meetings of the N.I.A. and the I.A.B.

c. Recording the minutes of the proceedings of the N.I.A. and the

Approved For Release 2001/08/09 : CIA-RDP85-00869R000100030004-7

I.A.B. when meeting by themselves or with other agencies.

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d. Taking such action as may be appropriate to disseminate and initiate the implementation of decisions and policies of the N.I.A., the I.A.B., the Director, Deputy Director, and Executive Director.

e. Following up action taken in accordance with d above in order to assure that appropriate effectuating measures have been taken, or are being taken, and maintaining a record thereof.

f. Advising authorized offices and individuals within C.I.G. and other government departments and agencies as to the interpretation of decisions and policies of the N.I.A., the I.A.B., the Director, Deputy Director, and Executive Director, and maintaining a record of such decisions and policies.

g. Maintaining status reports showing the status of all papers under consideration by the N.I.A. or the I.A.B.

h. Arranging for the reproduction and distribution of all official papers of the N.I.A. and the I.A.B., and maintaining a record and files thereof for use by authorized individuals.

i. Performing such additional functions as may be assigned.

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